

Custodial, Labor and Trades Branch
Skilled Trades Series
Water Meter Repair Series

WATER METER REPAIR SUPERVISOR

04/03 (AM)

General Purpose

Under general supervision, supervise water meter repair shop operation.

Typical Duties

Plan, direct and personally engage in the testing, repair and allocation of water meters. Involves: Prepare and review work orders and schedules. Set standards, determine appropriate meter size and application through field inspections and flow tests. Requisition and maintain adequate meter, repair parts and materials inventory. Repair and test water meters as required. Make budget item and capital expenditure recommendations. Maintain records and prepare reports. Keep abreast of technological trends and developments.

Supervise assigned technical and non-technical employees. Involves: Schedule, assign, instruct, guide and check work. Evaluate employee performance. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Knowledge, Abilities and Skills

- Considerable knowledge of digital and analogue water meter diagnostic and repair methods, techniques, tools and equipment.
- Considerable knowledge of safe working practices and procedures.
- Good knowledge of supervisory techniques.
- Ability to inspect, diagnose and repair water meters.
- Ability to maintain meter and spare parts inventory.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to maintain records, prepare reports and requisitions.
- Skill in the safe use and care of water meters repair tools and equipment.
- Skill in the safe use and care of personal computers or network workstation and generic software applications.
- Skill in safe operation and care of a motor vehicle through city traffic.

Other Job Characteristics

- Frequent mobility within a repair shop and field environment that includes traversing uneven terrain.
- Occasional operation of a motor vehicle through City traffic.
- Occasionally lift and carry heavy objects weighing up to fifty (50) pounds.
- Occasional manual dexterity in confined spaces.

Minimum Qualifications

Training and Experience: Equivalent to a combination a high school diploma or GED, plus four (4) years experience repairing and testing water meters.

Licenses and Certificates: Texas Class "C" Driver's License.

Human Resources Director

Department Head